

# California Energy Commission



## PENDING HIRING FREEZE EXEMPTION

**CLASSIFICATION:** Associate Energy Specialist (TED)  
(May consider downgrading to an Energy Analyst)

**TENURE/TIME BASE:** Permanent/Full-time

**SALARY:** \$4,400 - \$5,309  
Energy Analyst      Range A: \$2,817 - \$3,349  
Range B: \$3,050 - \$3,658  
Range C: \$3,658 - \$4,400

**LOCATION:** Emerging Fuels and Technologies Office  
Fuels and Transportation Division  
Sacramento, CA

**FINAL FILING DATE:** October 6, 2011

Are you interested in a career that makes a positive impact on California and the world? Would you like to be part of a talented and passionate team committed to developing innovative strategies and recommending public policy solutions that reduce greenhouse gas emissions, promote energy efficiency and reduce our dependence on petroleum? Are you prepared for an exciting challenge? If so, the California Energy Commission, a special funded agency, is seeking exceptional people to build upon California's transportation energy and energy efficiency successes, and shaping our energy future.

### ASSOCIATE ENERGY SPECIALIST (TED) - DUTIES/RESPONSIBILITIES:

The Emerging Fuels and Technologies Office's primary responsibility is the implementation of the Energy Commission's Alternative and Renewable Fuel and Vehicle Technology Program (Program) which receives approximately \$100 million per year to develop and deploy innovative technologies that will transform California's fuel and vehicle types to help attain the state's alternative fuel use and petroleum reduction goals in a manner consistent with climate change policies. The emphasis of this program is to deploy alternative and renewable fuels in the marketplace, without adopting any one preferred fuel or technology, and in doing so decrease, on a life-cycle basis, greenhouse gas emissions, air and water pollutants, reduce or avoid multimedia environmental impacts, and maintain the sustainability of the state's natural resources.

Under the direction and supervision of the Energy Commission Supervisor II, the Associate Energy Specialist will perform a variety of technical and analytical tasks related to increasing the use of alternative and renewable fuels and innovative technologies that transform California's fuel and vehicle types to help attain the state's climate change policies. The incumbent will have responsibility for individual projects, transportation energy analysis,

**RPA 610-050      Position# 6100-4056-026      Ok E.O. 9-26-11**

outreach development activities, and agreement management activities associated with the Alternative and Renewable Fuel and Vehicle Technology Program in the Emerging Fuels and Technologies Office.

**ENERGY ANALYST – DUTIES AND RESPONSIBILITIES:** A duty statement is available upon request.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Excellent analytical and report writing skills including proper grammar and punctuation rules, and the ability to reason logically and creatively while utilizing a variety of analytical techniques.
- Excellent communication skills including the ability to follow instructions and communicate ideas and thoughts effectively with a large diverse technical staff.
- Excellent interpersonal skills, including a proven ability to work in a team atmosphere under pressure effectively, as well as independently and at own initiative.
- Knowledge of research methods and techniques and the ability to prepare research and statistical reports.
- Ability to gather, compile, analyze, and interpret written and numerical research data.
- Intermediate to Advanced skills with Microsoft Access, Microsoft Excel, and Microsoft Word computer programs.
- Ability to make effective presentations and interact effectively with both internal and external parties.
- Proficiency on a personal computer and familiarity with word processing, data base management, spreadsheets, models and graphics.

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. Applications will be screened for experience and only the most qualified and SROA/Surplus candidates will be contacted for an interview.

**FOR ENERGY ANALYST POSITIONS ONLY:** Prior to appointment to this classification, applicants will be required to pass an energy-related written technical assessment test

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Emily Oren (RPA 610-050) Personnel Office California Energy Commission 1516 Ninth Street, MS-3 Sacramento, CA 95814-5504 (916) 654-4100	<b>California Relay (Telephone) Service for the Deaf or Hearing-Impaired</b> <b>From hTDD Phones: 1-800-735-2929</b> <b>From Voice Phones: 1-800-735-2922</b>
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